St Charles Catholic Primary School

Job Description

POST TITLE: Teaching Assistant Level 1
REPORTS TO: Mrs Lisa Thompson
MAIN PURPOSE:
To work under the direct instruction of teaching/senior staff, usually in, or in close proximity to, the classroom with the teacher, to support access to learning for pupils and provide general support to the teacher in the management of pupils and the classroom, including those with SEN.

Tasks:

SUPPORT FOR THE PUPIL:

- Supervise and support pupils ensuring their safety and access to learning
- Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs
- Promote the inclusion and acceptance of all pupils
- Encourage pupils to interact with others and engage in activities led by the teacher
- Encourage pupils to act independently as appropriate

SUPPORT FOR THE TEACHER:

- Prepare the classroom as directed for lessons and clear afterwards and assist with the display of pupils' work
- Be aware of pupil problems/progress/achievements and report to the teacher as agreed
- Undertake pupil record keeping under close supervision of class teacher.
- Support the teacher in managing pupil behaviour, reporting difficulties as appropriate
- Gather/report information from/to parents/carers as directed
- Provide clerical/administrative support e.g. photocopying, typing, filing, collecting money etc.

SUPPORT FOR THE CURRICULUM:

- Support pupils to understand instructions therefore ensuring accessing of national curriculum as directed by teacher
- Support pupils in using basic ICT as directed
- Prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use

SUPPORT FOR THE SCHOOL

- Be aware of and comply with school policies and procedures relating to Child Protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend relevant meetings as required
- Assist, alongside teaching staff, with the supervision of pupils out of directed lesson time, including before and after school and at lunchtimes
- Accompany teaching staff and pupils on visits, trips and out of school activities as required
- Participate in training and other learning activities and performance development as required
- Show a duty of care and take appropriate action to comply with Health & Safety requirements at

all time

• Demonstrate and promote commitment to Equal Opportunities and to the elimination of behaviour and practices that could be discriminatory.

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL SCHOOL POLICIES, INCLUDING THE NO SMOKING POLICY.

THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS, INCLUDING A SATISFACTORY ENHANCED DISCLOSURE BEFORE AN OFFER OF APPOINTMENT IS CONFIRMED. FOLLOWING APPOINTMENT THE EMPLOYEE WILL BE SUBJECT TO RE-CHECKING AS REQUIRED FROM TIME TO TIME BY THE SCHOOL.

The School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Signed:

Date:

St Charles Catholic School – Teaching Assistant

ESSENTIAL				DESIRABLE		
	Criteria No.	**ATTRIBUTE**	**Stage Identified**	**Criteria No.**	**ATTRIBUTE**	**Stage Identified**
Qualifications & Education	E1	• Willingness to participate in relevant training and development opportunities	AF	D1	• First Aid training or willingness to undertake appointed person certificate in First Aid	I
Experience	E2	• Experience of working with and/or caring for children of a similar age group, preferably within an education setting	AF,R,I	D2	• • Experience of working in a school environment	AF,R,I
				D3	• Relevant knowledge of First Aid	AF, I
				D4	• Knowledge of Child Protection	I
				D5	• Equal Opportunities and recognising the nature of the diverse school community	I
				D6	• Understanding of basic technology – computer, video, photocopier etc	I

Skills/ Knowledge	E3	• Ability to relate well to children and adults	AF,I			
	E4	• Ability to work effectively within a team environment, understanding classroom roles and responsibilities	I			
	E5	• • Ability to build effective working relationships with all pupils and colleagues	AF, I			
	E6	• Ability to promote a positive ethos and role model positive attributes	AF,I			
	E7	• Good communication skills	I			
	E8	• Good numeracy and literacy skills	AF,R,I			
	E9	• Be able to maintain confidentiality	I			
	E10	• Good listening skills	I			
	E11	• The ability to manage behaviour of children in a positive and supportive manner	I			
	E12	• Awareness and basic understanding of the school curriculum (within specified age range or subject area)	I			
	E13	• Basic awareness of inclusion, especially within a school setting	I			

Personal Attributes	E16	• Friendly, approachable and professional manner	I			
	E17	• A commitment to working as part of the whole school team and supporting the vision and aims of the school	I			
	E18	• High expectations of all pupils, respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising their educational achievements	I			
	E19	• Ability to build and maintain successful relationships with pupils; treat them consistently, with respect and consideration, and demonstrate concern for their development as learners	I			
	E20	• Demonstrate and promote the positive value, attitudes and behaviour they expect from the pupils with whom they work	I			
	E21	• effectively with parents and carers, recognising their role in pupils' learning	I			
	E22	• Able to improve their own practice through observations, evaluation and discussion with colleagues.	I			

Key – Stage identified	
AF	Application Form
C	Certificates
T	Tests
P	Presentation
I	Interview
R	References
D	Disclosure and Barring Check

Issues arising from references will be taken up at interview, all appointments are subject to satisfactory references